

**STATE OF TENNESSEE**  
**COMMUNITY SERVICES BLOCK GRANT STATE PLAN**  
**FOR FISCAL YEAR 2006**  
**July 1, 2005 - June 30, 2006**

**TENNESSEE DEPARTMENT OF HUMAN SERVICES**  
**Designated State Agency**

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**Commissioner**

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<u>SUBJECT</u>	<u>TABLE OF CONTENTS</u>	<u>PAGE NUMBER</u>
CHAPTER I, INTRODUCTION		3
Background		3
Period Covered by the Community Services Block Grant Plan		3
Purpose of the Community Services Block Grant Plan		3
Authority and Responsibilities of the Community Services Block Grant Program		4
Overall Program Goals		4
Individuals to be Served		9
Where to Apply for Services		9
CHAPTER II, HOW THE FY 2005-2006 COMMUNITY SERVICES BLOCK GRANT STATE PLAN IS DIFFERENT FROM THE FY 2004-2005 PLAN		10
CHAPTER III, CLIENT ELIGIBILITY		11
CHAPTER IV, CSBG SERVICES TO BE PROVIDED		13
CHAPTER V, PLANNING AND COORDINATION		20
CHAPTER VI, ADMINISTRATION AND FINANCING		22
Certifications and Assurances		24
APPENDICES:		
1. Organizational Charts of the Tennessee Department of Human Services		34
2. Map of CSBG Agencies in Tennessee		38
3. List of CSBG Agencies, Counties Served, Addresses, and Telephone and Fax Numbers		40
4. Incidence of Poverty in Tennessee by County and Proposed Funding for Local CSBG Agencies		44

## **CHAPTER I**

## **INTRODUCTION**

### **Background**

From its inception in 1937, the Tennessee Department of Human Services has been responsible for administering social services programs in the State. In 1983, the responsibility to administer the State's Community Services Block Grant Program was transferred to the Department of Human Services from the Tennessee Community Services Administration, which had administered the program since enactment of the Community Services Block Grant in 1981.

The Community Services Block Grant (CSBG) Program is a successor to most of the Office of Economic Opportunity and Community Services Administration programs which were terminated upon enactment of the Omnibus Budget and Reconciliation Act of 1981. This Act created the CSBG program, as it is known today. CSBG programs are designed to provide services for the poor and near poor to reduce or eliminate the causes of poverty. Client eligibility for services is contained in Chapter III of this plan. A description of CSBG services is given in Chapter IV of this plan.

### **Period Covered by the Community Services Block Grant State Plan**

The period covered by the CSBG State Plan is July 1, 2005 through June 30, 2006 and is referred to in the plan as FY 2006.

### **Purpose of the Community Services Block Grant State Plan**

The CSBG State Plan is a blueprint for organizing and delivering necessary services to the citizens of the State with an emphasis on serving the poor and near poor.

The Tennessee Department of Human Services is the single State agency designated to receive and administer CSBG funds. The Department is required to develop a plan, which provides information to Tennessee citizens concerning the intended uses of these funds.

This Plan incorporates input from individuals and organizations, including the local CSBG agencies. The final Plan describes the services to be provided, the eligibility requirements for services, the estimated number of customers to be served, and the estimated expenditures for each service program. In addition, the Plan addresses how program success for customers will be measured.

The Plan allocates scarce CSBG resources to assist the poor and near poor in the State. Ninety-five percent of the State's available CSBG funds have been allocated to the State's CSBG agencies for services to eligible clients. The State's allocation and the formula used for allocating funds to local agencies are included in Chapter VI of this Plan. Allocations to local agencies are included in Appendix 4.

### **Authority and Responsibilities of the Community Services Block Grant Program**

The Tennessee Department of Human Services has been designated as the state agency to administer the CSBG program in the State. Further, the Governor has delegated to the Department the responsibility for making the program's required assurances and certifications to the U. S. Department of Health and Human Services. The assurances and certifications are contained in Chapter VI of this plan.

### Overall Program Goals

The overall program goals for CSBG are:

- (1) to provide a range of services and activities having a measurable and potentially major impact on the causes of poverty in the community or those areas of the community where poverty is a particularly acute problem;
- (2) to provide activities designed to assist low-income participants including the elderly poor;
- (3) to provide on an emergency basis such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor;
- (4) to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals; and
- (5) to encourage the use of entities in the private sector of the community in efforts to relieve or remedy poverty conditions in the community.

### Customer Goals

Regardless of the programs provided to customers, they must be goal-directed. Goals should be results-oriented with predetermined measures used to evaluate success. Goals include:

1. Low-income people become more self-sufficient;
2. The conditions in which low-income people live are improved;
3. Low-income people own a stake in their community;
4. Partnerships among supporters and providers of services to low-income people are achieved;
5. Agencies increase their capacity to achieve results;
6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

CSBG agencies are required to address the six national goals mandated by the Office of Community Service (OCS). The National Performance Indicators (NPI) Planning Packet for each agency describes how they address these goals and it should be submitted on an annual basis with the agency's proposal. It is important that data for these measures are gathered agency-wide and consider both the overall effectiveness of the program and customer success. Outcome measures involve the agency's mission and are quality-oriented. They relate to how the agency is doing in providing services and empowering its customers to make needed changes in their lives. Each goal has an outcome-oriented list of measures which the agency

can select to measure success. Agencies are encouraged to report outcomes for all activities that relate to the National Performance Indicators.

In order to show the full range of agency services, agencies are encouraged to also collect data on any significant outcomes not included as a performance indicator. Outcomes that are not reflected by the National Performance Indicators should be recorded in the NPI Planning Packet as 'OTHER' and/or described in the narrative section of the annual CSBG/IS report. Significant outcomes not included in the National Performance Indicators will be reported to the state. Agencies will also use all information collected in local planning to improve service delivery strategies. Additional outcome measures may be based on the ROMA/MATF (Monitoring and Assessment Task Force) outcome measures when possible. These results-oriented measures or National Performance Indicators follow:

**National Goal 1 – Client and Family Level Goals and Measures:**  
**Low-income People Become More Self-sufficient**

**National Performance Indicator 1.1 – Employment**

The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:

1. Unemployed and obtained a job
2. Employed and obtained an increase in employment income
3. Achieved "living wage" employment and benefits

**National Performance Indicator 1.2 – Employment Supports**

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action as measured by one or more of the following:

1. Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma
2. Completed ABE/GED and received certificate or diploma
3. Completed post-secondary education program and obtained certificate or diploma
4. Enrolled children in before- or after-school programs, in order to acquire or maintain employment
5. Obtained care for child or other dependant in order to acquire or maintain employment
6. Obtained reliable transportation and/or driver's license in order to acquire or maintain employment
7. Obtained health care services for themselves or a family member in order to acquire or maintain employment
8. Obtained safe and stable housing in order to acquire or maintain employment
9. Obtained food assistance in support of employment stability
- TN-J. Obtained food assistance in support of employment stability (i.e., for purchase of uniforms, tires, tools, etc)

**National Performance Indicator 1.3 – Family Resource Enhancement and Utilization**

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated

amount of those assets and resources for all participants achieving the outcome as measured by one or more of the following:

A. Enhancement –

1. Number and percent of participants in tax preparation programs who identify any type of Federal or State tax credit and the aggregated dollar amount of credits
2. Number and percentage obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments
3. Number and percentage enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings
4. Required TN4: Number of participating households experiencing an increase in disposable income as a result of acquiring food through agency and the aggregated dollar amount of increase
5. Required TN5: Number of participating households experiencing an increase in disposable income as a result of acquiring donated items (other than food) through agency and the aggregated dollar amount of increase

B. Utilization –

1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days
2. Number and percent opening an Individual Development Account (IDA) or other savings account who increased savings, and the aggregated amount of savings
3. Of participants in as community action asset development program (IDA and others):
  - a. Number and percent capitalizing a small business due to accumulated savings
  - b. Number and percent pursuing post-secondary education due to savings
  - c. Number and percent purchasing a home due to accumulated savings

**National Goal 2 – Community Level Goals and Measures**

**The Condition in Which Low-income People's Lives are Improved**

National Performance Indicator 2.1 Community Opportunities and Resources

Increase in the availability of opportunities and community resources or services for low-income people in the community as a result of community action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

1. Accessible “living wage” jobs created or retained in the community
2. Safe and affordable housing units created in the community
3. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action or advocacy
4. Accessible and affordable health care services/facilities for low-income people created or maintained
5. Accessible safe and affordable child care or child development placement opportunities for low-income families created or maintained
6. Accessible ‘before’ school and ‘after’ school program placement opportunities for low-income families created or maintained
7. Accessible new, preserved, or expanded transportation resources available to low-income people, including public or private transportation

8. Accessible preserved or increased educational and training placement opportunities for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education

#### **National Performance Indicator 2.2 -- Community Quality of Life and Assets**

The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by one or more of the following:

1. Increases in community assets as a result of change in law, regulation or policy, which results in improvements in quality of life and assets
2. Increase in the availability or preservation of community facilities
3. Increase in the availability or preservation of services to improve public health and safety
4. Increase in the availability or preservation of commercial services within low-income neighborhoods
5. Increases or preservation of neighborhood quality-of-life resources

#### **National Goal 3 – Community Level Goals and Measures** **Low-Income People Own a Stake in Their Community**

##### **National Performance Indicator 3.1 – Commitment of Time**

The number of volunteer hours donated to Community Action.

The total number of hours volunteered to Community Action.

##### **National Performance Indicator 3.2 – Civic Investment**

The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following:

1. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy-setting through community action efforts
2. Number of low-income people acquiring businesses in their community as a result of community action
3. Number of low-income people purchasing their own homes in their community as a result of community action assistance
4. Number of low-income people engaged in non-governance community activities or groups created or supported by community action

#### **National Goal 4 – Agency Level Goals and Measures**

##### **Partnerships Among Supporters and Providers of Services to Low-income Persons are Achieved**

##### **National Performance Indicator 4.1 -- Partnerships**

The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

The number of organizations that Community Action Agencies work with to promote family and community outcomes.

**National Goal 5 - Agency Level Goals and Measures**  
**Agencies Increase Their Capacity to Achieve Results**

**National Performance Indicator 5.1 – Resources Mobilized**

The number of dollars mobilized by community action, including amounts and percentages from:

1. Community Services Block Grant (CSBG)
2. Non-CSBG Federal Programs
3. State Programs
4. Local Public Funding
5. Private Sources (including foundations and individual contributors)
6. Value of Volunteer Time

**National Goal 6 – Client and Family Level Goals**

**Low-income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems**

**National Performance Indicator 6.1 – Independent Living for Senior Citizens**

The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services.

- A. Senior Citizens
- B. Individuals with Disabilities

**National Performance Indicator 6.2 – Emergency Assistance**

The number of low-income individuals or families served by community action that sought emergency assistance and the percentage of those households for which assistance was provided, including such services as:

1. Food
  2. Emergency Payments to Vendors, including Fuel and Energy Bills
  3. Temporary Shelter
  4. Emergency Medical Care
  5. Protection from Violence
  6. Legal Assistance
  7. Transportation
  8. Disaster Relief
- TN. 1. Number of families moving from homeless or transitional housing into stable standard housing.

**National Performance Indicator 6.3 – Child and Family Development**

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:

- A. Infants and Children –
  1. Infants and children obtain age appropriate immunizations, medical and dental care
  2. Infant and child health and physical development are improved as a result of adequate nutrition



3. Children participate in pre-school activities to develop school readiness skills
4. Children who participate in pre-school activities are developmentally ready to enter kindergarten or first grade

B. Youth –

1. Youth improve physical health and development
2. Youth improve social/emotional development
3. Youth avoid risk-taking behavior for a defined period of time
4. Youth have reduced involvement with criminal justice system
5. Youth increase academic, athletic or social skills for school success by participating in before or after school programs

C. Adults –

1. Parents and other adults learn and exhibit improved parenting skills
2. Parents and other adults learn and exhibit improved family functioning skills

**Individuals to be Served**

There were approximately 750,000 persons in Tennessee at or below 125% of the Office and Budget's Poverty Income Guidelines according to the 2000 Census. These individuals are eligible to receive CSBG services if they document their income and demonstrate a need for desired services. County Level 2000 data was incorporated into the State Plan in the FY 05 State Fiscal Year.

**Where to Apply for Services**

Persons interested in applying for CSBG services or obtaining additional information should contact the local CSBG agency serving their county. Appendix 2 contains a map of local CSBG agencies in Tennessee. Appendix 3 contains a list of CSBG agencies, counties served, addresses and telephone numbers.

## CHAPTER II

### HOW THE FY 2006 COMMUNITY SERVICES BLOCK GRANT STATE PLAN IS DIFFERENT FROM THE FY 2005 PLAN

The FY 2006 CSBG State Plan is different from the FY 2005 plan in the following areas:

- The Results Oriented Management and Accountability (ROMA) reporting system described in Chapter 1 has been updated to include National Performance Indicators (NPI). ROMA is the outcome-based reporting system Tennessee has been using since 1997 in its CSBG Program. The NPI report format was developed to allow community action agencies to report agency-wide strategies and results. In Tennessee, agencies will be using the Tennessee *National Performance Indicators Planning Packet*, developed in a collaborative effort between the State, the local agencies, the Tennessee Association of Community Action, and The University of Tennessee, College of Social Work, Office of Research and Public Service (UT-SWORPS), to report their outcomes. Agencies are encouraged to also collect data on measures not included as a National Performance Indicator. It is important that data for these measures be gathered agency-wide and considers both the overall effectiveness of the program and customer success.
- Chapter III reflects the revision to the Poverty Income Guidelines used to determine client eligibility for service.
- Chapter IV has been revised to clearly reflect approval for 'unique services' that are supported by the agency's needs assessment. The amounts allocated to each service are based on current contracted amounts.
- Assurances K and M in the section on 'Federal Assurances and Certifications' have been revised to strengthen the State's accountability efforts.
- Appendix 4 has been revised to reflect proposed state and agency allocation amounts. Adjustments may be needed once the State receives its final FY 06 CSBG allocation.

## CHAPTER III

### CLIENT ELIGIBILITY FOR CSBG SERVICES

Client eligibility for all services is based on income eligibility and need for the service. If Information and Referral is provided as an umbrella service, it is provided *Without Regard to Income*. Income eligibility means that the household income is at or below 125% of the Department of Health and Human Services Poverty Guidelines. A household is defined as any individual or group of individuals living together as one economic unit. Income eligibility and documentation of the client's need for service must be completed in order to establish client eligibility prior to delivery of services. Self-declaration of income eligibility (125% or less than the poverty guidelines) and need is permitted in some services as specified in the State's CSBG eligibility policies.

The table below gives the CSBG Income Eligibility Guidelines, which are 125% of the HHS 2006 Poverty Income Guidelines.

#### CSBG POVERTY INCOME GUIDELINES

(125% HHS POVERTY GUIDELINES)

Size of Family Unit	125% HHS Maximum Allowable Income for CSBG	Monthly Limit
1	\$11,962.50	\$ 996.87
2	\$16,037.50	\$1,336.46
3	\$20,112.50	\$ 1,676.04
4	\$24,187.50	\$ 2,015.63
5	\$28,262.50	\$ 2,355.20
6	\$32,337.50	\$ 2,694.79
7	\$36,412.50	\$ 3,034.37
8	\$40,487.50	\$ 3,373.95

For family units with more than 8 members, add \$4,075.00 annually for each additional member or \$339.58 per month.

#### Income To Be Considered In Determining Eligibility:

Household income includes money wages and salaries before any deductions, but does not include food or rent received in lieu of wages. Income also includes net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses). Income includes regular payments from Social Security (prior to the Medicare premium deduction for the individual 65 years or older or if the individual has been receiving Social Security Disability Assistance for more than 2 years), railroad retirement, unemployment compensation, workers' compensation, strike benefits from union funds, veterans' benefits, public assistance (including Temporary Assistance for Needy Families, or Supplemental Security Income or, non-Federally funded General Assistance or General Relief money payments), training stipends, alimony, child support and military family allotments or other regular support from an absent family member or someone not living in the household; private pensions, government employee pensions, and regular insurance or annuity payments; and income from dividends, interest, rents, royalties or periodic receipts from estates or trusts; service fees paid to therapeutic foster parents for 24 hour child care. Payments for therapeutic care are in addition to room and board payments. Net gambling or lottery winnings are also considered.

#### Income Not To Be Considered In Determining Eligibility:

For eligibility purposes, income does not include the following types of money received: capital gains; any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car; tax refunds, gifts, lump-sum inheritances, one-time insurance payments, or compensation for injury. Also excluded are non-cash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits, food or rent received in lieu of wages, the value of food and fuel produced and consumed on farms, the imputed value of rent from owner-occupied non-farm or farm housing, and such Federal non-cash benefit programs as Medicare, (Supplemental Security Income, Qualified Medicare, and Specified Low-Income Medicare beneficiaries), Medicaid, Food Stamps, school lunches, and housing assistance. The earnings of a child under 14 years of age; payments to Vista volunteers; income received under Title V of the Older Americans Act; direct payments received by participants in the Foster Grandparents Program; board payments paid to foster parents for 24 hour child care; and the value of child care services paid by the Department are also excluded from income.

## CHAPTER IV

### CSBG SERVICES TO BE PROVIDED

#### Introduction

In FY 2006, Tennessee will use CSBG funding to provide a range of programs, which are designed to have measurable outcomes for the low-income families and individuals served. Based on customer needs, agencies may select and offer the services most needed in their geographic area. CSBG services are available in all ninety-five Tennessee counties.

Nine broad program areas, including a brief description of sub-categories under each program, are given in this Chapter. Agencies are not required to offer all sub-categories of a program. Instead, they will design each program to include only the sub-categories that will enable them to meet the needs of their customers. Agencies may consider unique programs within each of the nine service areas. If their needs assessment supports the development of a unique service outside these parameters, this would be considered for funding under service number 10. 'Other'. Planning activities are considered an important component of most services. However, the Department of Human Services believes the bulk of each agency's funding needs to be used for services that directly benefit the low-income population.

#### 1. Employment Programs

Employment programs may include areas such as job counseling, job placement/development, information and referral, on the job training (O.J.T.), summer youth jobs, employment generating projects, skills training, and other projects. Interagency planning and coordination are inherent parts of any employment program and are not identified separately. Definitions of specific sub-categories follow:

**Job Counseling:** Periodic counseling of either unemployed or under-employed participants, including help with job hunting skills or formation of job clubs or identification of jobs.

**Job/Placement Development:** Comprehensive projects, including development of and placement in secure jobs for low-income persons. The development phase means finding vacant positions for which employers agree to interview the low-income job seeker. Job placement means setting up job interviews for those individuals seeking a job. Job counseling may be needed.

**Information and Referral:** Involves providing information about employment opportunities and job training programs as well as referral to community resources.

**O.J.T.:** On-the-Job Training activities which enhance the skills of working persons during employment.

**Summer Youth Jobs:** Summer jobs for low-income youth providing them with income, work experience and on the job training.

**Employment Generating Projects:** Businesses, services or projects supported or run by agency to open up new job opportunities for low-income persons. This could include part-time income increasing projects such as produce markets to sell from community gardens.

**Skills Training:** Training in skills for which there are immediate and continuing job opportunities. Includes training in such areas as word processing, welding, job hunting, etc.

**Other Projects:** Includes such things as Job Banks; Green Thumb support; other projects to assist the elderly, ex-offenders, and women-head-of-households in finding jobs; support for JTPA projects. Transportation may be provided for employment project participants.

**Estimated local level of Expenditures:** **\$277,900.00**

## 2. **Education**

Education programs may include educational counseling; public education/information; information and referral; day care and child development; ABE, GED, or other direct instruction; and other education projects. Interagency planning and coordination are inherent parts of any education program. Definitions of specific sub-categories follow:

**Educational Counseling:** Provide advice and guidance to low-income individuals about their educational opportunities, such as counseling for students at risk, dropouts or for youths seeking scholarship to college or technical schools and adults seeking educational resources.

**Public Education/Public Information:** Educational or informational activities which inform the public about the problems and solutions associated with poverty.

**Information and Referral:** Provides information about educational opportunities and refers to community programs.

**Day Care and Child Development:** Child care and/or classes, which provide child development instruction and support for working parents.

**ABE or GED Instruction and Other Direct Instruction:** Adult Basic Education instruction; classes to prepare the individual to obtain a high school equivalency certificate (GED), literacy skills, or basic skills. Included is all other instruction, workshops or tutoring as well as alternate education for high school dropouts, craft workshops, etc.

**Other Education Projects:** Includes the provision of transportation for education project participants, scholarship programs for low-income youth, curriculum development for public schools, teacher training, etc.

**Estimated local level of Expenditures:** **\$434,376.00**

3. **Income Management**

Income Management programs may include household financial counseling/information and referral, income tax counseling, residential energy conservation workshops, information on energy conservation, Weatherization support, alternative energy installations, and other income management projects. Interagency planning and coordination are inherent parts of any income management program. Definitions of specific sub-categories follow:

**Household Financial Counseling/Information and Referral:** Includes information and referral about income management and counseling or instruction on preparation and implementation of household budgets, and/or on personal, credit and general consumer education issues.

**Income Tax Counseling:** Assistance in the preparation of federal, state, and/or local annual income tax reports.

**Residential Energy Conservation Workshops, Information on Energy Conservation, Weatherization-support, and Alternative Energy Installations:** Includes workshops for low-income persons on do-it-yourself home energy conservation measures, use of CSBG to supplement Weatherization programs in order to attain greater residential energy savings. Also, includes installations of solar window collectors, greenhouses, solar hot water heaters, and other residential applications of low-cost alternative energy devices.

**Other Income Management Projects:** Any other project which assists low-income persons in making better use of available income, such as organizing food co-ops, car or van pools.

**Estimated local level of Expenditures:** **\$284,320.00**

4. **Housing**

Housing programs may include home-ownership counseling/loan assistance, other kinds of housing counseling and landlord/tenant advocacy, home repair/rehabilitation, information and referral, and other housing programs. Interagency planning and coordination are inherent parts of any housing program. Definitions of specific sub-categories follow:

**Home-ownership Counseling/Loan Assistance:** Includes counseling on home-ownership for low-income individuals, including assistance in completing applications for HUD and Farmer's Home Administration home loan programs.

**Other Kinds of Housing Counseling and Landlord/Tenant Advocacy:** Counseling in landlord/tenant relations, as well as assistance in applying for rent subsidies and with default/displacement and relocation situations.

**Home Repair/Rehabilitation:** The provision of home repair and residential rehabilitation services. Home maintenance workshops could be included.

**Other Housing Programs:** Includes support for such things as group homes in meeting safety code standards; home construction for the low-income persons; transportation for housing project participants.

**Estimated local level Expenditures:**

**\$1,060,557.00**

5. **Emergency Programs**

Emergency programs may include cash assistance/loans; crisis intervention and crisis case management, mobilizing goods, services, cash; information and referral; and other emergency services. Interagency planning and coordination are inherent parts of any emergency program. Definitions of specific sub-categories follow:

**Cash Assistance/Loans:** Includes one-time payments or short-term loans to families or individuals to enable them to meet emergency needs for shelter, food, clothing, etc.

**Crisis Intervention and Crisis Case Management:** Intervention in emergencies resulting from child, spouse, alcohol or drug abuse, medical emergencies, eviction, shut-offs, or loss of income. Could include temporary shelter for battered women and children.

**Mobilizing Goods/Services/Cash:** Includes mobilization of donations of food, cash, clothing, furniture, fuels, and services to enable low-income families and individuals to handle one-time emergencies or to recover from natural disasters.

**Information and Referral:** Provides information about emergency and disaster relief services and makes referrals to existing community programs.

**Other Emergency Services:** Includes such things as transportation to meet family emergencies, emergency medical services, legal aid, crisis "hot lines".

**Homeless Assistance/ESHP:** Includes such things as temporary shelter, clothing, furnishings, counseling and case management, mortgage or rent payments, employment, health or other services for the homeless.

**Estimated local level Expenditures**

**\$4,917,153.00**

6. **Nutrition Program**

Nutrition programs may include food pantries, food shelves; hot meals; gardening; canning, self-help production; nutrition education, comprehensive counseling, surplus food, commodities distribution; information, referral and counseling, and other nutrition projects. Interagency planning and coordination are inherent parts of nutrition programs. Definitions of specific sub-categories follow:

**Food Pantries/Shelves:** Organization or operation of community distribution outlets of locally donated foodstuffs such as donated canned goods and overstocked produce.



**Hot Meals:** Providing hot breakfasts, lunches or dinners. Includes both congregate and home-delivered meals.

**Gardening/Canning/Self-help Production:** Assistance with neighborhood or community gardens or the operation of community canneries, or projects to assist the low-income families and individuals in the preservation of fruits, vegetables and meats.

**Nutrition Education/Comprehensive Counseling:** Comprehensive training in nutrition principles, guidance in consumer behavior, home economics, child and baby nutrition training and other federally provided emergency food.

**Information and Referral/Counseling:** Information about nutrition services and referral to community programs. May include short-term or one-time counseling to individuals/groups about nutrition, diet and food preparation.

**Other Nutrition Projects:** Support to other federal or state food programs not included in the above. Preparation of food baskets, assistance to regional Food Banks that support local Food Pantries, provision of transportation to nutrition participants.

**Estimated local level of Expenditures:** **\$1,303,549.00**

## 7. Linkages

Linkage programs may include family/individual counseling; transportation; elderly projects; information and referral; local needs assessments/community outreach; summer recreation; and other linkage projects. Definitions of specific sub-categories follow:

**Family/Individual Counseling:** Provision of one-to-one sessions with multi-problem individuals of families by qualified counselors.

**Transportation:** Includes multi-purpose transportation that conveys participants, to services they need--this is a free-standing transportation project, which is not a part of another program.

**Elderly Projects:** Includes miscellaneous, multi-purpose projects primarily for the elderly but could include some disabled (chore, companionship, homemaker, senior centers, day care, and recreation).

**Information and Referral:** This is the umbrella Information and Referral rather than incorporating the function into each program.

**Local Needs Assessments/Community Outreach:** Examination of local service need and prioritization of services to be offered. Activities of a general nature that recruits and coordinates volunteers and/or informs low-income individuals of services.

**Summer Youth Recreation:** Projects to involve youth in wholesome summer activities.

**Other Linkages Projects:** Includes miscellaneous projects for low-income populations, lasting throughout the year.

**Estimated local level of Expenditures:** **\$2,439,455.00**

8. **Self-Sufficiency**

Self-sufficiency programs are designed to enable/assist families and individuals to implement goals for themselves. They result in greater self-sufficiency and eliminate some of the causes of their poverty level conditions. These programs may include family development intervention for family stabilization. A comprehensive program offers support services, which promote, empower and nurture families or family members toward self-sufficiency. Support services include case management, child care, family/individual counseling and cash assistance. At a minimum the following elements are included in a comprehensive/case management program.

A comprehensive assessment of the issues facing the family is conducted.

A written plan toward self-support for each family or family member is created.

A comprehensive assortment of services are made available as needed to implement the plan for self-support, including the use of available community resources.

A case management strategy is used to track and evaluate progress and the plan is adjusted as needed.

**Estimated local level of Expenditures:** **\$1,095,452.00**

9. **Health**

Health related programs may include transportation to medical services, medical or dental screening, counseling on health needs, provision of information that educates and prevents health problems, etc. Interagency planning and coordination are inherent parts of health programs. Definitions of specific terms follow:

**Transportation to Resources:** Provision of transportation for low-income persons to medical resources.

**Medical or Dental Screening:** Expenditures which are for physicians, dentists, nurses, paramedic services in assessing medical or dental needs.

**Counseling, Information and Education:** Provision of counseling, the offering of information to inform and educate the low-income families and individuals about their need to maintain good health practices and to seek medical attention when it is needed.

**Estimated local level of Expenditures:** **\$143,765.00**

10. **Other**

An agency may develop a project, which does not fit any of the nine major program areas. If such a program is developed, it will be considered for funding by the Department.

**Estimated local level of Expenditures:**

**None**

## **CHAPTER V**

### **PLANNING AND COORDINATION**

#### Local Agencies

Local CSBG agencies are responsible for completing advance Results-Oriented Planning which focuses on the impact the services have on their customers. This Planning process incorporates concrete goals, objectives, and measures that are used in determining how successful the agencies are in serving their customers.

Each agency's allocation is based on the county poverty rate for the geographic area served by the agency. Local Results-Oriented Planning should lead to an equitable distribution of services to customers whose income is at or below 125% of the OMB poverty income level.

Uniformity in the Results-Oriented Planning process is the State's goal as it helps in delivering better customer services. Plans that are based on accurate customer needs assessments target better services and enable agencies to measure results. The performance measures support decisions the agency makes concerning how funds are allocated to various service programs.

#### CSBG Needs Assessment

The CSBG Needs Assessment provides current, reliable information about the population and the geographic area served by each agency. During FY 2002, CSBG agencies received training from UT-SWORPS linking ROMA requirements to agency Needs Assessments. The Needs Assessment includes basic information, such as:

- o geographic location (counties served, problems/obstacles to service provision in any given county, i.e., changing communities, lack of jobs or transportation)
- o demographic information about the customers to be served (estimated number of poor and vulnerable customers, general population estimate, racial/ethnic composition, and disabled)
- o needs description of customers to be served (educational level, unemployment rate, job market, housing standards/needs, crime rate, nutritional needs, substance abuse, single-parent household, etc)
- o other agencies serving this population (services they provide, availability in all counties, accessibility, diversity among counties)
- o data analysis (summarized information collected for decision making)

The assessment relies heavily on baseline information in agency records and on customer, board, and community surveys. Public meetings, United Way assessments, other service provider assessments, etc are utilized.

### Community Action Plan

As a condition of CSBG funding in FY 2006, each agency will be required to prepare and submit to the Department its Community Action Plan. This Plan will be based on the Results-Oriented Planning process and includes:

- o community needs assessment, including food needs
- o description of the service delivery system targeted to low-income families and individuals in the agency service area
- o description of how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow-up consultations
- o description of the goals and outcome measures to be used to determine success in promoting self-sufficiency, family stability and community revitalization

### Innovative Community and Neighborhood-based Initiatives:

ROMA implementation has continued to encourage agencies to think more creatively in their service approaches. Some examples of services created in the last three years include:

- o **Pharmaceutical Service:** Due to the high cost of prescription medicines, several agencies have added a Pharmaceutical Service. This service provides ongoing financial support for the elderly who would otherwise be unable to make these purchases. Other agencies have adapted this service to also meet the needs of families without health insurance.
- o **Earned Income Tax Credit:** Several agencies are helping customers recover funds through this and other tax preparation programs. Education programs are also provided to assist customers improve their budgeting techniques.
- o **Water/Wastewater Program:** One agency has partnered with USDA to assist low-income homeowners obtain clean drinking water and healthy septic systems. In addition to providing the family with a safer environment, this program also increases the home's property value.
- o **Counseling for Troubled Teens:** One Tennessee agency has provided the local school system with an on-site counselor. Troubled teens are referred for counseling and family support services by their teacher. The agency also co-sponsors a support group that works with teens on leadership skills.
- o **Housing Repairs for the Elderly and Disabled:** Several Tennessee agencies work with volunteer groups to provide home safety repairs that include roof repair or replacement, plumbing and electric repairs, installation of wheel-chair ramps, repair or replacement of faulty heating or cooling appliances, replacement of deteriorated bath fixtures, and other miscellaneous repairs that eliminate hazardous conditions in the home.

## **CHAPTER VI**

### **ADMINISTRATION AND FINANCING**

#### Organizational Structure for Administering Plan

##### Commissioner's Office

The Department of Human Services was designated by the Governor as the single state agency to administer the CSBG program in 1983. The Commissioner of the Department is a member of the Governor's Cabinet.

##### Adult and Family Services

The Adult and Family Services Division, one of six major divisions of the Department of Human Services, is legally responsible for providing the critical social services needed by the citizens. It is directed to helping citizens achieve and maintain a level of health, social and economic well-being essential to their functioning at their maximum capacity.

The Community Services Section, within the Adult and Family Service Division, is responsible for the overall administration of the Community Services Block Grant Program. This section also administers the Social Services Block Grant Program, the Weatherization Assistance Program, Refugee Services, Emergency Shelter Grants, and the Low Income Home Energy Assistance Program. This administrative responsibility involves arranging for the provision of services through grant contracts with public and private agencies. Also, this staff is responsible for the allocation of funds; policy development; contract negotiation; technical assistance, training and evaluation of contract agencies providing these programs. In addition, this section also manages the Empowerment Zone contracts.

##### Other State Office Organizations

Other DHS State Office organizational units providing major support services for the Community Services Block Grant Program include the Fiscal Services Section, the Budget Section, and the Information Systems Section.

The Adult and Family Services Division also provides child care assistance, including the licensure of child care facilities; adult protective services; licensure of adult day care facilities; administration of the Summer Feeding Program and the Child and Adult Food programs; and Family Assistance programs including Families First (Tennessee's TANF program); Food Stamps; and TennCare Medicaid, as well as DHS Field Operations.

## MONITORING OF LOCAL CSBG AGENCIES

### Monitoring:

From 1991 until February 1, 2004, the Department of Finance and Administration (F&A) monitored state contracts through a consolidated monitoring contract. Effective February 1, 2004, Program Evaluation staff and responsibility for monitoring of Community Service Block Grant contracts was transferred back to the Department of Human Services. The Department of Human Services now has a closer working relationship with this monitoring staff, including the ability to develop more targeted monitoring activities.

Contract agencies are required to submit financial reports of expenditures to the Department's Fiscal Services. The report is reviewed by Fiscal staff and validated by State monitoring staff. It is suggested that quarterly program reports on customer service outcomes be maintained by local agencies. Programmatic monitoring is conducted in local CSBG agency offices. Emphasis in monitoring is placed on administration, efficiency, program design and implementation, customer eligibility (including reviews of outcomes) and recordkeeping. The Department of Human Services' Community Programs staff has developed program policy against which agencies are evaluated. Monitoring staff will attempt to complete their program review in one visit. CSBG agencies are notified in writing of the findings of the review. If problems are identified, the CSBG agency is asked to implement a corrective action plan to the Department of Human Services for approval. If the review indicates the agency needs training or technical assistance, the Department of Human Services program staff provides follow-up. A copy of the review report and any corrective action activity is maintained in the Department of Human Services' file. The State follows required CSBG monitoring requirements by assuring each CSBG recipient is monitored at least every three years. High risk agencies are monitored annually.

### Fiscal Review:

The Department of Human Services Fiscal Services reviews expenditures reported on the agency's reimbursement report/invoice. Staff compares reimbursement reports with the agency's contract budget to determine liquidation rates and appropriate line-item expenditures. The agency's quarterly expenditure reports are also reviewed to determine that they agree with the monthly invoice amounts, and that expenditures appear to be reasonable and properly charged in accordance with the agency's approved cost allocation plan. This comparison enables Fiscal staff to determine the amount of unexpended funding in each contract at the end of the contract period. The agency's unexpended funding is included in the next year's contract.

If the agency's reports indicate problems in overspending, costs are questioned, adjusted, or otherwise resolved before the end of the contract period's final reimbursement. The agencies may request technical assistance with fiscal issues which include bookkeeping systems, cost allocation plans, and fiscal reporting and budgeting. This technical assistance will be provided by Fiscal Services.

## CERTIFICATIONS AND ASSURANCES

The Governor has delegated to the Tennessee Department of Human Services the authority to make the certifications and assurances required by the CSBG Act. This section contains the required assurances and certifications along with the Department's plans for implementing them.

- A. Section 676 (a)(3) of the CSBG Act requires the State Legislature to conduct public hearings on the proposed use and distribution of CSBG funds for each fiscal year. The Tennessee Legislature conducts the required public hearings as part of its budget process. In lieu of minutes, audio tapes are kept by the Legislature on these public hearings.
- B. The State of Tennessee will provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem. The FY 2006 CSBG programs are designed to have a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem. Programs assist low-income participants, including the elderly poor. The programs to be provided are outlined in Chapter IV of this plan.
- C. The State of Tennessee will provide activities designed to assist low-income participants, including homeless individuals and families, migrants, and the elderly poor:
  - 1. to secure and retain meaningful employment
  - 2. to attain an adequate education
  - 3. to make better use of available income
  - 4. to obtain and maintain adequate housing and a suitable living environment
  - 5. to obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, and employment related assistance
  - 6. to remove obstacles and solve problems which block the achievement of self-sufficiency
  - 7. to achieve greater participation in the affairs of the community
  - 8. to make more effective use of other programs related to the purposes of the CSBG Act

Tennessee's FY 2006 CSBG programs will assist low-income persons, including homeless individuals and families, migrants, and the elderly. These programs are discussed in Chapter IV of the FY 2006 CSBG State Plan. Representatives of the CSBG agencies participated in developing the programs to be provided, and all CSBG agencies were given an opportunity to discuss the proposed programs. If changes are made in the program descriptions during the year, the Department of Health and Human Services will be notified.

- D. The State will contract with CSBG agencies on an emergency basis for the provisions of such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor.



Chapter IV discusses the program area designed to provide these services. One example is found in Emergency Programs:

1. crisis intervention and crisis case management in regard to emergency needs
2. providing or arranging cash assistance on a one time basis or short term loans, donated food, clothing, furniture, etc.
3. helping with rent or mortgage payments, emergency shelter, and moving expenses
4. providing information and referral
5. offering homeless assistance

- E. The State of Tennessee will coordinate and establish linkages between governmental and other services programs to assure the effective delivery of CSBG services to low-income individuals.

The State of Tennessee encourages linkage and coordination between the CSBG Programs, other governmental, and community partners. All programs discussed in Chapter IV recognize the importance of interagency planning, community organization, and coordination. Other examples are given below:

1. FY 2006 CSBG funding will again be used to enhance administrative activities of local CSBG agencies in such programs as the Department of Energy Weatherization Program and the Temporary Emergency Food Assistance Program.
2. The Department's CSBG staff meets with representatives of the Commission on Aging and the State Department of Transportation, as needed to coordinate delivery of rural transportation and elderly services. The three agencies share information about programs.
3. The Department works with numerous Federal and State agencies when delivering services to victims of natural disasters. Local CSBG agencies may provide manpower to staff certain functions of local disaster centers where victims are served. Examples of tasks may include transportation of clients, entrance and exit interviewing and providing general guidance/counseling to customers. Human Services also administers the Individual and Family Grant Program for disaster victims.
4. The CSBG Program is coordinated with other social services programs related to CSBG. The Director of the Community Services division directs the Community Services Block Grant, the Weatherization, the LIHEAP, the contracted portion of the Social Services Block Grant Program for Adults, the Empowerment Zone Contracts, the Refugee Program, and the Emergency Shelter Grants Program.

- F. The State will encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community.

Local CSBG agencies continue to seek the support and involvement of the private sector of their programs. This can be observed through the utilization of volunteers in the various service programs and in contributions made to the service program, etc.

- G. The State provides assurance that at least ninety percent (90%) of Fiscal Year 2006 CSBG funds will be allocated to "eligible entities" as defined in Section 675C(a)(1) of the Community Services Block Grant Act (42 U.S.C.9901 et seq.) as amended.

A subsection of the CSBG State Plan confirms that the ninety percent (90%) pass-through requirement is met. In actuality, ninety-five percent (95%) of FY 2006 available funds are allocated to local CSBG agencies.

- H. Five percent (5%) of the State's CSBG award for FY 2006 will be reserved for state level administrative costs.

Tennessee provides assurance that it will not expend more than five percent (5%) of the CSBG award under Section 675C(b)(2) of the CSBG Act for administrative cost at the State level. An allocation plan for distribution of the State's CSBG award to local agencies is found in Appendix 4.

- I. The State provides assurance that in the case CSBG funds are allocated to a community action agency or non-profit organization that each board shall be selected by the agency or organization and constituted to assure that:

1. one-third of the members of the board are elected public officials currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership of the board, membership on the board of appointive public officials may be counted in meeting such one-third requirement;
2. one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served; and
3. the remaining one-third of the membership are officials or members of business, industry, labor, religious, welfare, education, or other major groups with an interest in the community.

Further, the State provides assurance that in the case CSBG funds are allocated to a public organization that the board shall be constituted to assure that:

1. at least one-third of the members are persons chosen in accordance with the democratic selection procedures adequate to assure that they are representatives of poor in the area served; or
2. another mechanism specified by the State has been adopted to assure low-income citizen participation in the planning, administration, and evaluation of activities for which the organization has been funded.

A narrative description concerning how Tennessee will implement Section 676B (a)&(b) of the CSBG Act follows:

1. As a requirement for funding, the Department of Human Services requires each agency which is allocated CSBG funds to submit a copy of its board of directors. The board structure is examined by the Department, and a determination is made as to whether it complies with the CSBG Act requirements. Public agencies will be required to submit documentation of how low-income individuals are involved in planning and implementing the CSBG program.
  2. Each agency will have an annual on-site compliance review conducted by the State. During this compliance review, the agency board structure is examined.
  3. A clause contained in each grant contract stipulates that the local agency shall comply with applicable Federal regulations in the performance of its duties under the contract. This provision includes Section 676B (a)&(b) of the Community Services Block Grant Act.
- J. The State shall give special consideration in the designation of local community action agencies to any community action agency, which was receiving CSBG funds under any Federal anti-poverty program on the date of enactment of the CSBG Act. The State, before giving such special consideration, shall determine that each agency met program and fiscal requirements established by the State. If no such agency exists during the year because of any change in the assistance furnished to programs for economically disadvantaged persons, the State shall give special consideration in the designation of community action agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds in the preceding fiscal year for which the determination is made.

When a geographic area of the state is not being served by an eligible entity during the year, the Governor of the state may solicit applications from, and designate as an eligible entity:

1. a private nonprofit organization (which may include an eligible entity) that is geographically located in the unserved area, that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency, and that meets the requirements of this subtitle; and
2. a private nonprofit eligible entity that is geographically located in an area contiguous to or within reasonable proximity of the unserved area and that is already providing related services in the unserved area.
3. when no qualified organization in or near the area is identified or determined to be qualified to serve the unserved area as an eligible entity the Governor may designate an appropriate political subdivision of the state, with demonstrated effectiveness, to serve as an eligible entity for the area. In order to serve as the eligible entity for that area, the political subdivision shall have a board or other mechanism as required in section 676B(a)(b).

A description follows on the State's method of implementing section 676A of the CSBG Act. The state has given special consideration and designated twenty (20) CSBG agencies to administer local CSBG programs as required by the CSBG Act. The

Department has determined that each of the agencies designated to receive CSBG funds has met necessary program and fiscal requirements of the State.

- K. The State agrees to prohibit any activities to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with an election or any voter registration activity. 678F(b)(2)(B)&(C). This requirement will be added to the FY 07 agency contracts.

Local CSBG agencies are required to adopt a policy which prohibits any voter registration or election activities in accordance with the CSBG Act. This requirement is a prerequisite to CSBG funding.

- L. The State agrees to provide for coordination between anti-poverty programs in each community, where appropriate, with emergency crisis intervention programs under Title XXVI of this Act (relating to low-income home energy assistance) conducted in such communities). (676(b)(6).

Nineteen (19) of the twenty (20) local CSBG agencies operate the LIHEAP for their areas. The remaining agency has planned activities to make referrals to the LIHEAP agency serving the area.

- M. The State provides an assurance that fiscal control and fund accounting procedures are established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under this subtitle, including procedures for monitoring the assistance provided under this subtitle, and provides that at least every year in accordance with subsection (f) an audit of its expenditures of amounts received under this subtitle and amounts transferred to carry out the purpose of this subtitle shall be prepared.

The Department of Human Services requires that subgrantees' accounting procedures and fiscal controls be in compliance with requirements of the State Comptroller's Office as outlined in *the Accounting and Financial Reporting for Not for Profit Recipients of Grant Funds in Tennessee*, and the *DHS Fiscal Policies and Procedures for Third-Party Agencies and Other Contractors*.

The annual audit of the Department's CSBG Program, which is required by Section 1745 (b) of the Omnibus Budget and Reconciliation Act, will be conducted by the State Comptroller's Office, an entity independent of any agency administering activities or services carried out under the CSBG Act. It will be conducted in accordance with generally accepted auditing principles on an annual basis. Within thirty (30) days after the completion of the audit, a copy of such audit will be submitted to the Legislature of the State and to the Secretary of the Department of Health and Human Services.

The Department of Human Services has established the following procedures and requirements for grantee agencies to follow to assure that these funds are managed responsibly:

1. An audit report completed by a Certified Public Accountant (CPA) documents their opinion as to whether or not the agency records fairly reflect the financial position of the agency in all material aspects. They also present financial information broken down by program, per OMB Circular A-133, as is required.

2. Required audits are forwarded to the Comptroller's staff for review to determine that they meet the requirements of OMB Circular A-133, and other requirements, as set forth in the contract to audit accounts.
  3. The Department of Human Services Program Integrity staff record the receipt of these audits and follow up with agencies who have not submitted their audits.
  4. The Department of Human Services Contract Service Accountants then compare the audited amounts to the agency's requests for reimbursement to establish congruence and fiscal responsibility.
  5. The Comptroller's auditors perform test work to ensure that the Department of Human Services has followed these procedures.
  6. Department of Human Services Program Review and Program Integrity staffs conduct monitoring reviews in accordance with Tennessee Department of Finance and Administration's *Policy 22, Subrecipient Monitoring*, and the *Tennessee Subrecipient Monitoring Manual* during the program year. Monitoring objectives are as follows:
    - a. To obtain reasonable assurance that the agency is a going concern
    - b. To assess the reliability of internal controls
    - c. To verify that program objectives are being met
    - d. To verify that civil rights requirements are being met
    - e. To test the reliability of the financial and programmatic reporting
    - f. To test if costs and service are allowable and eligible
    - g. To verify contractual compliance
- N. The Department of Human Services assures that it will permit and cooperate with Federal investigations undertaken in accordance with Section 676 (b)(7). The State has included in its CSBG contracts a provision requiring the agency to permit and cooperate with any State or Federal investigation undertaken in accordance with Section 676 (b)(7).
- O. The State's CSBG funds will not be used to purchase or improve land or to purchase, construct, or permanently improve buildings or facilities, other than low-cost residential Weatherization or other energy-related home repairs, unless waived by the Department of Health and Human Services in accordance with Section 678F(a)(1)(2).
- P. Section 676 (c)(2) of the CSBG Act requires that the State's plan for meeting the assurances in section 676(c)(2) be made available for public inspection and comment.
- The CSBG program descriptions have been reviewed by a Committee consisting of the Department staff and local CSBG agency staff. Upon completion of the Committee's review, the program descriptions were shared with all CSBG agencies. Copies of the State Plan are distributed to members of the Legislature as required, CSBG agencies, to the Department's local offices, and to other individuals seeking information about the program. The State Plan is also posted on the Tennessee Department of Human Services' website.
- Q. State CSBG requirements prohibit discrimination against any person on the grounds of handicap, disability, age, race, sex, color, national origin, religion, or any other classification protected by Federal or State constitutional and/or statutory law. No such person shall be excluded from participation in, be denied the benefits of, or be subjected

to discrimination under any program or activity funded in whole or in part with funds made available under CSBG 678(c).

A provision in each CSBG contract stipulates this requirement. Monitoring of local agency compliance with all discrimination requirements is done routinely by the State.

- R. A provision in each CSBG contract stipulates this requirement. Monitoring of local agency compliance with all discrimination requirements is done routinely by the State. The State of Tennessee provides assurance that any community action agency which received funding in the previous fiscal year under this Act will not have its present or future funding terminated under this Act or reduced below the proportional share of funding it received in the previous fiscal year unless after notice, and opportunity for hearing on the record, the State determines that cause existed for such termination or such reduction subject to the procedures and review by the Secretary as provided in Section 676(b)(8).

For purposes of making a determination with respect to a funding reduction, the term "cause" includes--

1. A statewide redistribution of funds provided through a Community Service Block Grant under this subtitle to respond to:
  - a. the results of the most recently available census or other appropriate data;
  - b. the establishment of a new eligible entity;
  - c. severe economic dislocation; and
2. The failure of an eligible entity to comply with the terms of its agreement to provide services under this subtitle. [678C(a)]

For purposes of making a determination with respect to a termination, the term "cause" includes -- the material failure of an eligible entity to comply with the terms of its agreement and Community Action Plan to provide services under this subtitle.

The CSBG agency shall be given notice if funding is to be terminated or if funding is to be reduced below its proportional share.

1. A written notice shall be sent to the CSBG agency stating the Department intends to terminate its CSBG funding or reduce its funding level below its proportional share twenty (20) days from the date of the notice. The notice shall contain the cause of the termination and time, date, and place of a hearing on the matter to be held not less than ten (10) days from the date of the letter. Just cause for termination will consist of any breach of the CSBG contract by the agency.
2. A public hearing shall be conducted to review the cause of the proposed termination. The panel shall consist of one representative each from the following DHS offices: Assistant Commissioner for Adult and Family Services, Assistant Commissioner for Administrative Services and Director of Finance. The panel members shall convene the hearing and issue its recommendation(s) to the Commissioner within seven (7) days after the hearing.

3. The Commissioner shall notify the CSBG agency of the Department's final decision on the case within fourteen (14) days after the hearing.
  4. A copy of the record of the public hearing shall be furnished to the Secretary of Health and Human Services, and no decision to terminate an agency's CSBG funding shall become effective until a finding by the Secretary of the Department of Health and Human Services confirms the State's finding of cause.
- S. The State shall require each CSBG agency to develop a Community Action Plan as a condition for receiving funds. This Plan shall address customer goals and measures for determining success. The Community Action Plan shall be sent to the Department and shall be available for inspection as required. The Plan shall include:
1. a community needs assessment (including food needs)
  2. a description of the service delivery system targeted to low-income individuals and families in the service area
  3. a description of how linkages will be developed to fill identified gaps in service through information, referral, case management, and follow-up consultations
  4. a description of how funding under this Act will be coordinated with other public and private resources
  5. a description of outcome measures used to monitor success in promoting self-sufficiency, family stability and community organization. These are demonstrated as the six national ROMA goals:
    1. Low-income people become more self-sufficient
    2. The conditions in which low-income people live are improved
    3. Low-income people own a stake in their community
    4. Partnerships among supporters and providers of services to low-income people are achieved
    5. Agencies increase their capacity to achieve results
    6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

Agencies will be required to submit this Plan with the FY 2006 proposal and budget. During the year, each agency will be monitored and information contained in the Plan will be evaluated. Also, agencies will be required to submit statistical information on the results of the customer outcome measures.

- T. The State assures that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of funds under this subtitle (Section 678D(a)(1)).

The contract requires each agency receiving CSBG funding to comply with cost and accounting standards. These recipients are audited annually.

- U. The State assures that Public Law 103-227, Part C. Environmental Tobacco Smoke, also known as the Pro-Children's Act of 1994 (Act), will be adhered to in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by Federal programs either directly or through states or local governmental by Federal grants, contract, loan, or loan guarantee. The contract will require each agency to comply with Public Law 103-227, Part C.

#### OTHER FEDERAL CERTIFICATIONS

- A. The State certifies that in accordance with Federal Regulations, Title 8 CFR Part 245a, as amended, procedures will be implemented to comply with regulations that allow services to newly legalized aliens under the Community Service Block Grant.
- B. In accordance with the Interior and Related Agencies Appropriations Act, Section 319, Title 31, United States Code 1352, agencies receiving CSBG funds are prohibited from using these funds for lobbying.

Compliance with this certification is ensured contractually with each CSBG recipient.

- C. In accordance with 45 CFR Part 76, agencies receiving CSBG funds shall, by signing the contract, certify that neither it nor its principals are debarred, suspended or proposed for suspension.

Compliance is determined through this provision being included in each contract and by the agency signing the Certification Regarding Debarment which is included in each contract.

- D. The State certifies that in accordance with the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F, agencies receiving CSBG funds will maintain a drug-free work place.

Compliance with this certification is ensured contractually with each CSBG agency annually.



CSBG ALLOCATION PLAN FOR FY 2006 (July 1, 2005 - June 30, 2006)

The Department's CSBG allocation plan for FY 2006 defines how available CSBG funds are to be divided between State administrative costs and allocations to twenty-one (21) local CSBG agencies.

FY 2006 CSBG Available Funds	\$12,585,816.00
State Level Administrative Funds	\$629,290.00
Regular Funds for Contracts with Local CSBG Agencies	\$11,956,256.00

CSBG Agency allocations are included in this plan in Appendix 4.

Funding allocated to CSBG Agencies is based on two formulas. Primary funding consists of a distribution of \$11,956,256.00 to CSBG agencies based on the poor population in the agency's area compared to the total for the State according to a formula based on one-fifth of the 2000 Census, and four-fifths of the 1990 Census. Appendix 4 lists the State's percentage of poverty level population by county. The second part of the formula includes using the population-based funding, if a CSBG Agency's geographic area contains six percent of the State's poor, it will receive six percent of the population-based funding. Population-based funding for each agency is reflected in Column C of the funding plan that is Appendix 4.

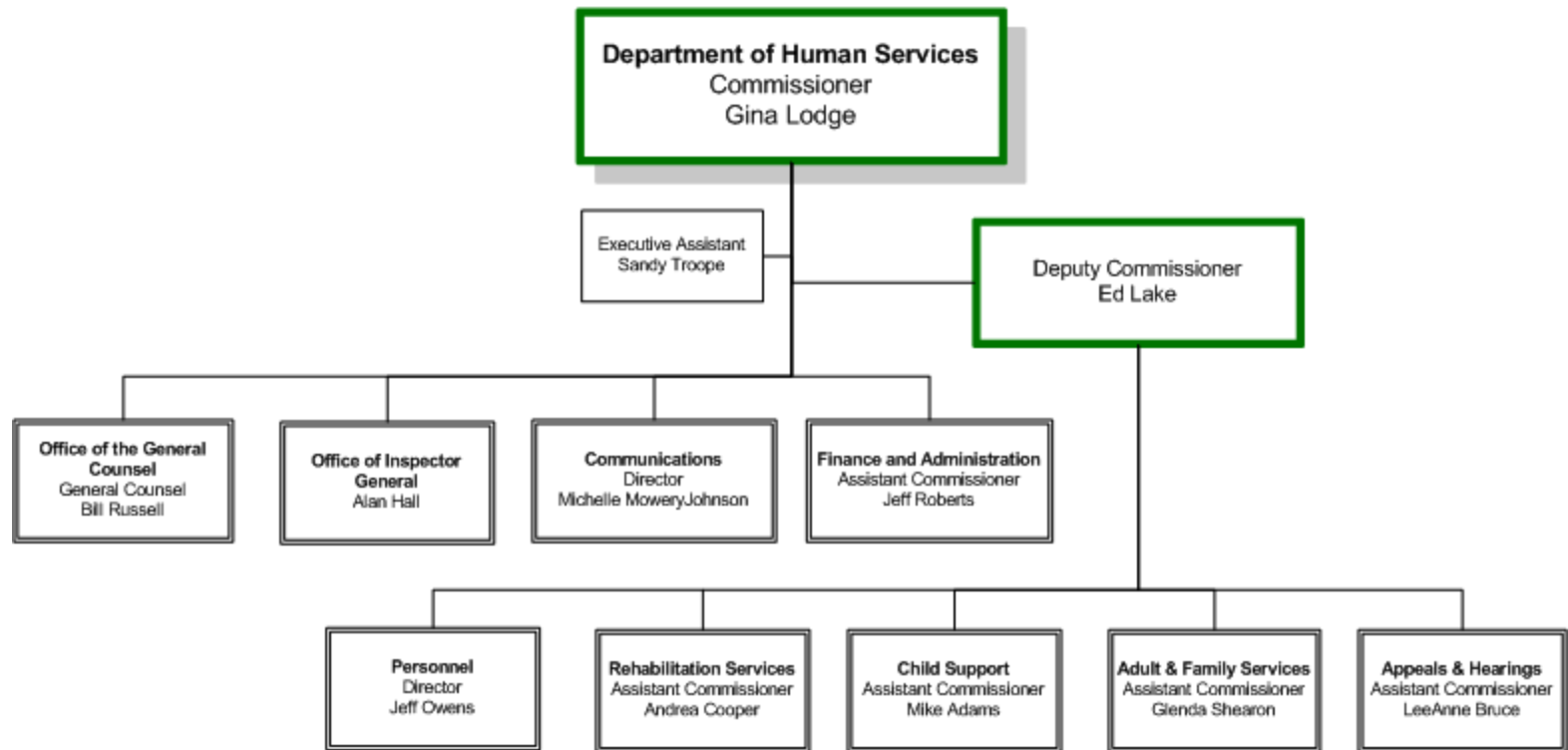
Currently, carry-forward balances are re-allocated back to the same agencies at the same level. The State continues to enact changes to provide agencies with their carry forward balances earlier in the contract year.

**APPENDIX 1**

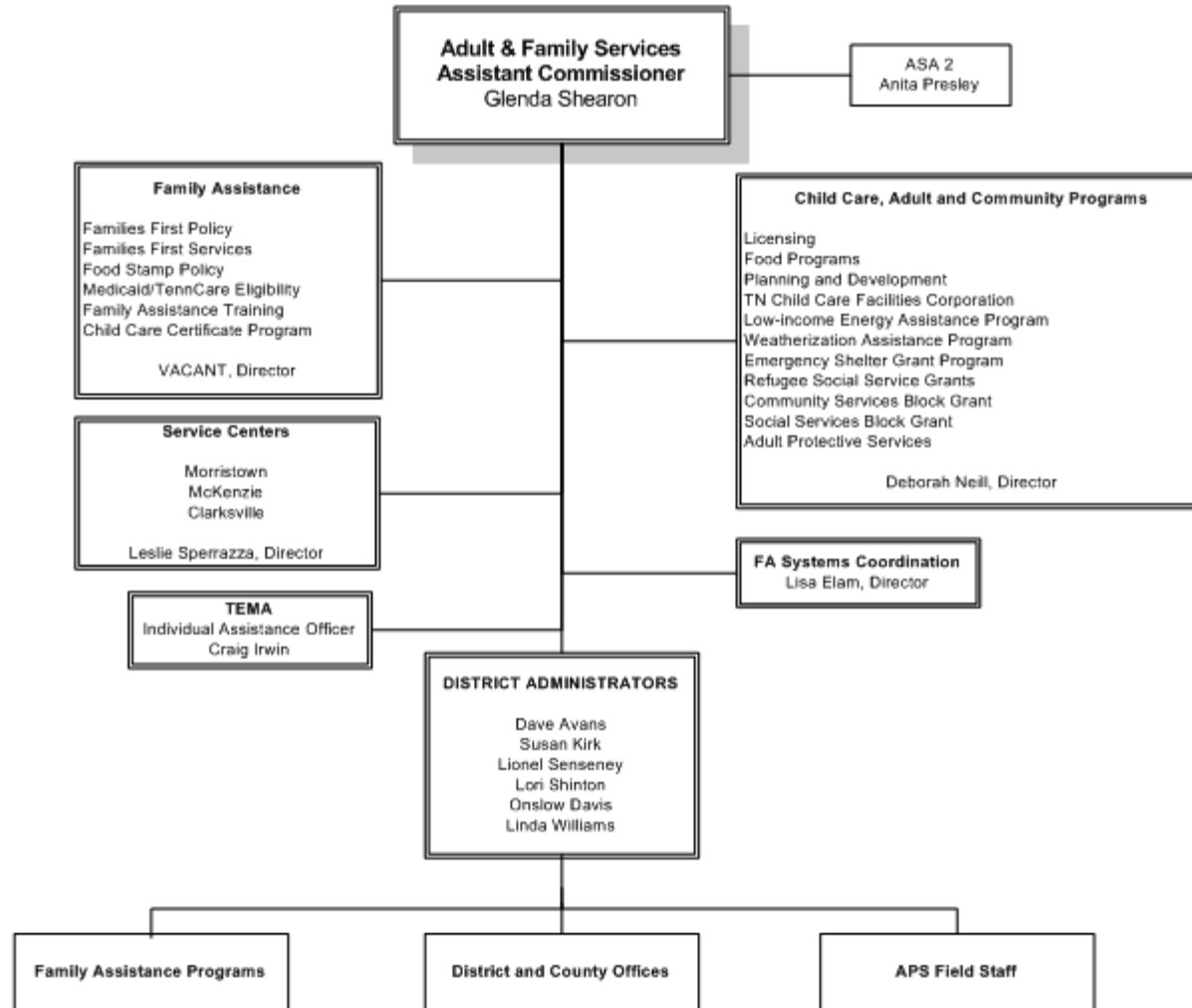
**ORGANIZATIONAL CHART**

**TENNESSEE DEPARTMENT OF HUMAN SERVICES**

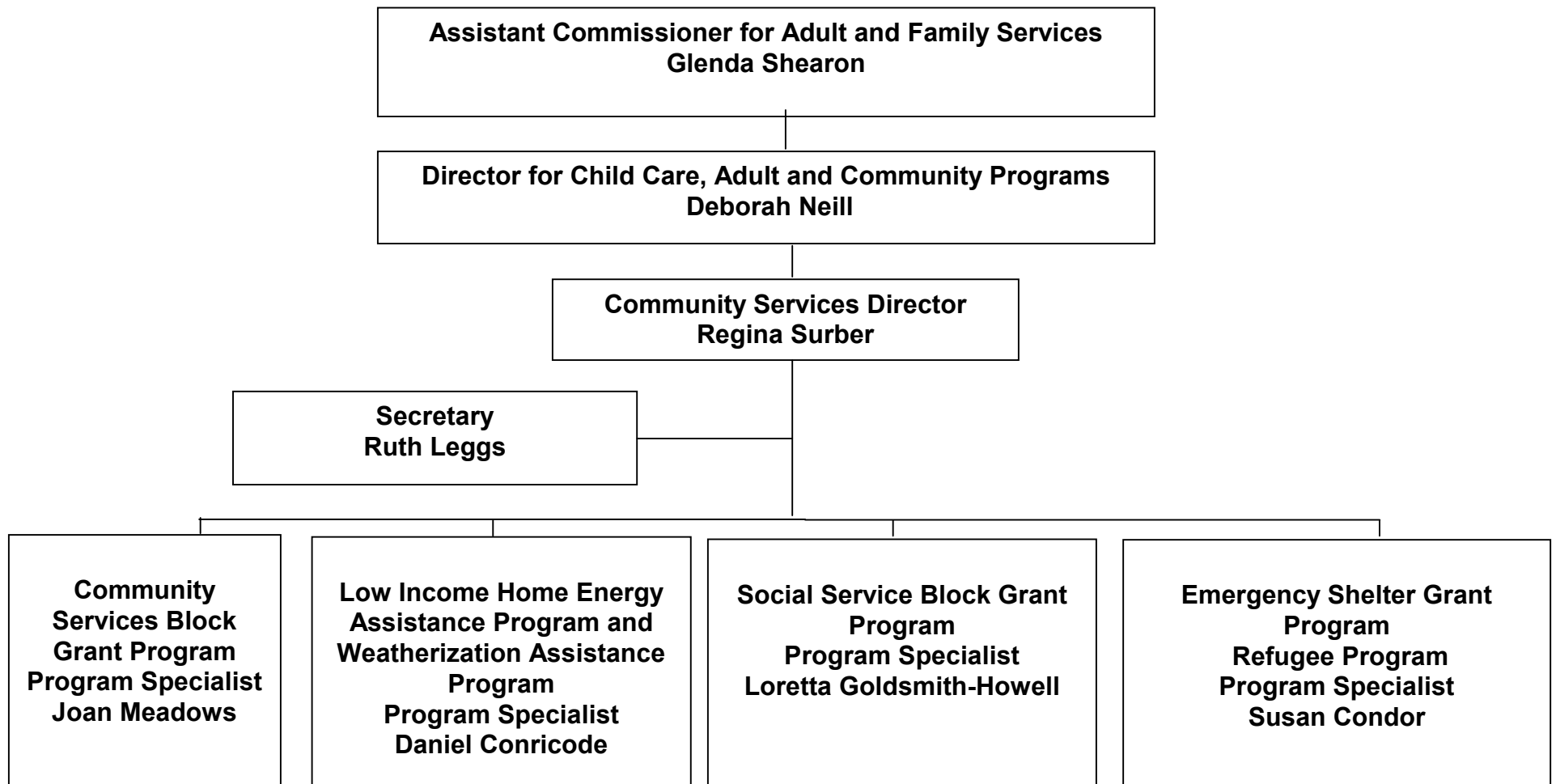
# EXECUTIVE



## ADULT & FAMILY SERVICES



# Community Services Section

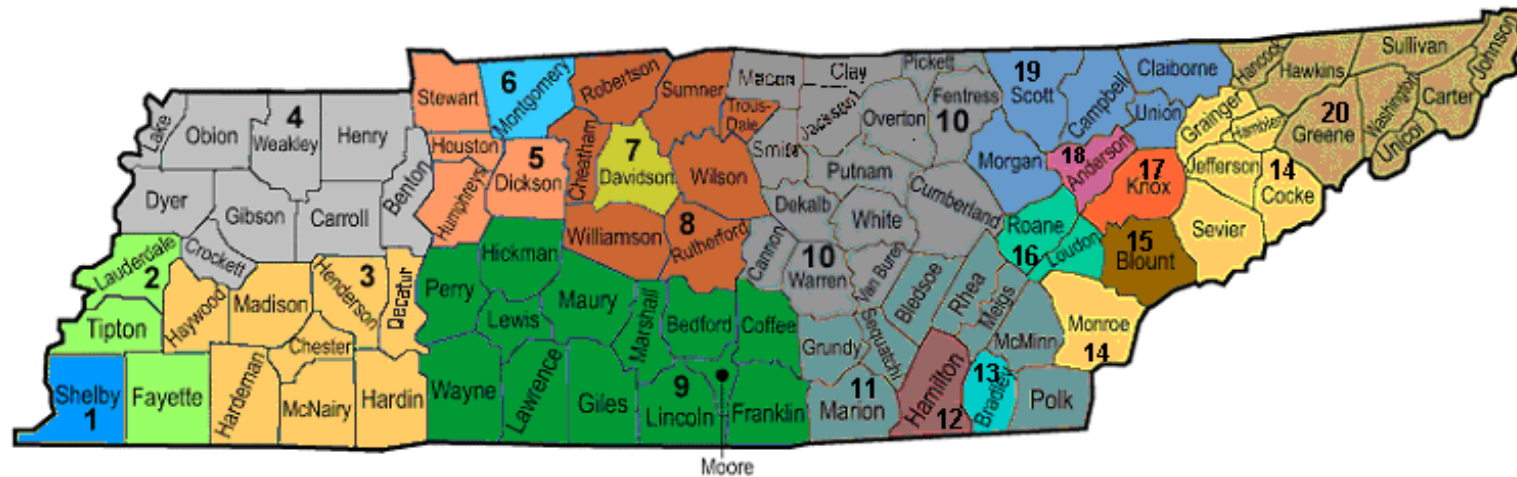


**APPENDIX 2**

**MAP OF**

**TENNESSEE CSBG AGENCIES**

## COMMUNITY SERVICES BLOCK GRANT AGENCIES



1. Shelby County Community Service Agency
2. Delta Human Resource Agency
3. Southwest Human Resource Agency
4. Northwest Tennessee Economic Development Council
5. Highland Rim Economic Corporation
6. Clarksville/ Montgomery County CAA
7. Metropolitan Action Commission
8. Mid-Cumberland Community Action Agency
9. South Central Human Resource Agency
10. Upper Cumberland Human Resource Agency
11. Southeast Tennessee Human Resource Agency
12. Chattanooga Human Services Department
13. Bradley-Cleveland Community Services Agency
14. Douglas-Cherokee Economic Authority
15. Blount County Community Action Agency
16. Mid-East Community Action Agency
17. Knoxville-Knox County Community Action Committee
18. Anderson County Community Action Committee
19. Mountain Valley Economic Opportunity Authority
20. Upper East Tennessee Human Development Agency

**APPENDIX 3**

**LIST OF CSBG AGENCIES**

**WITH ADDRESSES, PHONE AND FAX NUMBERS**



## TENNESSEE CSBG AGENCIES

<u>AGENCY NAME, ADDRESS, &amp; DIRECTOR</u>	<u>COUNTIES SERVED</u> <u>PHONE/FAX NUMBER</u>
<b>ANDERSON COUNTY COMMUNITY ACTION COMMISSION</b> 135 East Broad Street Clinton, Tennessee 37716 Susan Bowling, Executive Director and CSBG Coordinator	Anderson Telephone: (865) 457-5500 Fax: (865) 463-8876
<b>BLOUNT COUNTY COMMUNITY ACTION AGENCY</b> 3509 Tuckaleechee Pike Maryville, Tennessee 37703 Jimmy D. Harris, Executive Director Kay Garrison, CSBG Director	Blount Telephone: (865) 983-8411 Fax: (865) 681-1781
<b>BRADLEY-CLEVELAND COMMUNITY SERVICES AGENCY</b> P.O. Box 3297 - 155 Sixth Street, S.E. Cleveland, Tennessee 37320 Harry Johnson, Executive Director Melanie McMahan, CSBG Coordinator	Bradley Telephone: (423) 479-4111 Fax: (423) 479-4113
<b>CHATTANOOGA HUMAN SERVICES DEPARTMENT</b> 501 West 12th Street Chattanooga, Tennessee 37402 Bernadine Turner, Executive Director Tommie Pruitt, CSBG Director	Hamilton Telephone: (423) 757-5551 Fax: (423) 757-5125
<b>CLARKSVILLE-MONTGOMERY COUNTY COMMUNITY ACTION AGENCY</b> 350 Pageant Lane, Suite 307, PO Box 487 Clarksville, TN 37041-0487 Joel Riddle, Executive Director Paula Sears, CSBG Director	Montgomery Telephone: (931) 648-5774 Fax: (931) 648-5784
<b>DELTA HUMAN RESOURCE AGENCY</b> P. O. Box 634 - 915 Highway 51 South Covington, Tennessee 38019 Quincy Barlow, Executive Director Valarie Bond, CSBG Director	Fayette, Lauderdale, & Tipton Telephone: (901) 476-5226 Fax: (901) 476-5258
<b>DOUGLAS CHEROKEE ECONOMIC AUTHORITY, INC.</b> P.O. Box 1218 - 534 East First North Street Morristown, Tennessee 37816 Ray McElhaney, Executive Director Linda Stewart, CSBG Coordinator	Cocke, Grainger, Hamblen, Jefferson, Monroe, & Sevier Telephone: (423) 587-4500 Fax: (423) 587-4509

**(Page 2)**

**COUNTIES SERVED**  
**PHONE/FAX NUMBER**

Dickson, Houston, Humphreys,  
& Stewart  
Telephone: (931) 289-4101  
Fax: (931) 289-5311

Telephone:(865) 546-3500  
Fax: (865) 546-0832

Telephone: (615) 862-8860  
Fax: (615) 862-8881

Cheatham, Robertson,  
Rutherford, Sumner, Trousdale,  
Williamson, and Wilson  
Telephone: 615/742-1113/1137  
Fax: 615/742-3911

Telephone: (865) 354-0450  
Fax: (865) 354-0771

Telephone: (865) 691-2551  
Fax: (865) 531-7216

Benton, Carroll, Crockett, Dyer,  
Gibson, Henry, Lake, Obion, &  
Weakley  
Telephone: (731) 364-3228  
Fax: (731) 364-5163

## TENNESSEE CSBG AGENCIES

(Page 3)

<b><u>AGENCY NAME, ADDRESS, &amp; DIRECTOR</u></b>	<b><u>COUNTIES SERVED</u></b> <b><u>PHONE/FAX NUMBER</u></b>
<b>SHELBY COUNTY COMMUNITY SERVICES AGENCY</b> 100 North Main, Suite 1300 Memphis, Tennessee 38103-0513 Linda Rendtorff, Division Director Kaye Lawler, Administrator Elizabeth Tate, Outcome Advisor	Shelby Telephone: (901) 545-4630 Fax: (901) 545-3592 (901) 523-7513
<b>SOUTH CENTRAL HUMAN RESOURCE AGENCY</b> 606 Lee Avenue, PO Box 638 Fayetteville, Tennessee 37334 Roy Tipps, Executive Director Cathy Hayes, CSBG Director	Bedford, Coffee, Giles, Franklin, Hickman, Lewis, Lincoln, Lawrence, Maury, Marshall, Moore, Perry, & Wayne Telephone: (931) 433-7182 Fax: (931) 438-0074
<b>SOUTHEAST TENNESSEE HUMAN RESOURCE AGENCY</b> 312 Resource Road, PO. Box 909 Dunlap, Tennessee 37327 Riley Anderson, Executive Director Joyce Nunley, CSBG Director	Bledsoe, Grundy, Marion, McMinn, Meigs, Polk, Rhea, & Sequatchie Telephone: (423) 949-2191 Fax: (423) 949-4023
<b>SOUTHWEST HUMAN RESOURCE AGENCY</b> 1527 White Ave - Highway 45 North Henderson, Tennessee 38340 Mike Smith, Executive Director Lisa Smith, CSBG Director	Chester, Decatur, Hardin, Hardeman, Haywood, Henderson, Madison, & McNairy Telephone: (731) 989-5111 Fax: (731) 989-3095
<b>UPPER CUMBERLAND HUMAN RESOURCE AGENCY</b> 3111 Enterprise Drive Cookeville, Tennessee 38506-4281 Phyllis Bennett, Executive Director R. Lee Webb, Community Services Director Sandra Carter, CSBG Director	Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, Warren, and White Telephone: (931) 528-1127 Fax: (931) 526-8305
<b>UPPER EAST TENNESSEE HUMAN DEVELOPMENT AGENCY</b> 301 Louis Street, PO Box 46 Kingsport, TN 37662 Lois Smith, Executive Director Morris Baker, CSBG Director	Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, & Washington Telephone: (423) 246-6180 Fax: (423) 246-5682

## **APPENDIX 4**

**PROPOSED CSBG FUNDING FOR FY 2006**

**PERCENTAGE OF STATE POOR BY COUNTY**

**FY 2006 CSBG FUNDING**  
**July 1, 2006 to June 30, 2007**

<b>A</b>	<b>B</b>	<b>C</b>
<b>Agency or County</b>	<b>% of State's Poor</b>	<b>Total Allocation</b>
Anderson County Community Action Commission	1.1975	\$152,338.00
Blount County Community Action Agency	1.4901	\$164,964.00
Bradley-Cleveland Community Service Agency	1.4500	\$162,788.00
Chattanooga Human Services Department	5.0056	\$584,636.00
Clarksville-Montgomery County CAA	1.9270	\$198,354.00
Delta Human Resource Agency	1.9334	\$273,274.00
Fayette	0.5427	
Lauderdale	0.6235	
Tipton	0.8172	
Douglas Cherokee Economic Authority	5.4005	\$578,122.00
Cocke	0.9979	
Grainger	0.5101	
Hamblen	1.1029	
Jefferson	0.7626	
Monroe	0.7935	
Sevier	1.0066	
Highland Rim Economic Corporation	1.3485	\$158,943.00
Dickson	0.5804	
Houston	0.1915	
Humphreys	0.2563	
Stewart	0.2043	
Knoxville-Knox County Community Action Committee	5.8817	\$737,474.00
Metropolitan Action Commission	9.2922	\$1,065,769.00

<b>A</b>	<b>B</b>	<b>C</b>
<b>Agency or County</b>	<b>% of State's Poor</b>	<b>Total Allocation</b>
Mid Cumberland Community Action Agency	6.8908	\$686,704.00
Cheatam	0.3528	
Robertson	0.6481	
Rutherford	2.1168	
Sumner	1.4011	
Trousdale	0.1277	
Williamson	0.7945	
Wilson	0.7830	
Mid East Community Agency	1.4564	\$182,588.00
Loudon	0.5166	
Roane	0.9535	
Mountain Valley Economic Opportunity Authority	3.4047	\$427,618.00
Campbell	1.2018	
Claiborne	0.8883	
Morgan	0.3857	
Scott	0.5659	
Union	0.4628	
Northwest Tennessee Economic Development Council	4.8605	\$601,791.00
Benton	0.3400	
Carroll	0.5332	
Crockett	0.3207	
Dyer	0.7842	
Gibson	0.8081	
Henry	0.5844	
Lake	0.1793	
Obion	0.5699	
Weakley	0.6928	
Shelby County Community Service Agency	17.7429	\$2,313,363.00

<b>A</b>	<b>B</b>	<b>C</b>
<b>Agency or County</b>	<b>% of State's Poor</b>	<b>Total Allocation</b>
South Central Human Resource Agency	6.8462	\$771,705.00
Bedford	0.6500	
Coffee	0.9110	
Franklin	0.6632	
Giles	0.4542	
Hickman	0.3998	
Lawrence	0.7688	
Lewis	0.1991	
Lincoln	0.5665	
Marshall	0.3551	
Maury	0.9899	
Moore	0.0722	
Perry	0.1548	
Wayne	0.3203	
Southeast Tennessee Human Resource Agency	3.5673	\$433,367.00
Bledsoe	0.2710	
Grundy	0.4888	
Marion	0.5178	
McMinn	0.9311	
Meigs	0.2678	
Polk	0.2767	
Rhea	0.5413	
Sequatchie	0.2480	
Southwest Human Resource Agency	4.9455	\$619,468.00
Chester	0.2765	
Decatur	0.2455	
Hardeman	0.6386	
Hardin	0.6303	
Haywood	0.5091	
Henderson	0.4170	
McNairy	0.5149	
Madison	1.6536	

<b>A</b>	<b>B</b>	<b>C</b>
<b>Agency or County</b>	<b>% of State's Poor</b>	<b>Total Allocation</b>
Upper Cumberland Human Resource Agency	6.4757	\$747,847.00
Cannon	0.2155	
Clay	0.2014	
Cumberland	0.9090	
DeKalb	0.3923	
Fentress	0.5072	
Jackson	0.2619	
Macon	0.4068	
Overton	0.4258	
Pickett	0.1014	
Putnam	1.3160	
Smith	0.2867	
Van Buren	0.1106	
Warren	0.8372	
White	0.4343	
Upper East Tennessee Human Development Agency	8.9040	\$1,095,414.00
Carter	1.2465	
Greene	1.1903	
Hancock	0.2588	
Hawkins	1.1165	
Johnson	1.4834	
Sullivan	2.6049	
Unicoi	0.3038	
Washington	1.9266	
<b>CSBG Funds Available</b>		<b>\$12,585,816.00</b>
<b>Less: State Administration (5%)</b>		<b>\$629,290.00</b>
<b>Total Available for Contracts/Base Allocation</b>		<b>\$11,956,256.00</b>